



Lewistown JSEC
Meeting Minutes
July 10, 2013

Prepared by Kristin Rutten, JSEC Coordinator

In Attendance

Kelly Anne Terry	Lauri Tognetti	Steve Phillips	Roy Jones
Karen Sweeney	Terri Hall	Kristin Rutten	Stephen Taylor
Jeff Evans			

Previous Month's Meeting Minutes

Terri moved to approve the minutes for the June 6, 2013, meeting. Stephen seconded. Motion carried.

Treasurer's Report

Stephen reported there was no change in the bank balance from last month, though we have received a \$200 ABC registration check that has yet to be deposited.

JSEC Coordinator's Report

Kristin provided a newspaper article about the 2013-2014 session of Leadership Central Montana.

Job Service Report

Roy reported Job Service currently has 93 jobs listed and shared the most recent copy of the Montana Economy At A Glance report.

Old Business

Member Handbooks/Orientation: The group went through the new handbooks delivered the day before to each member. Suggestions/discussion included:

- Rearrange the order of the sections to make it less overwhelming/easier to understand for new members, such as putting the information about Job Service and other partners in the back as a resource, rather than primary focus.
- Create a summary page targeting new members and/or place the JSEC brochure at the front of the handbook.
- Add a list of annual goals & objectives.
- Create a "who we are, what we do, etc." section for JSEC in a format similar to the information presented for Job Service.
- Update the member list with terms for elected positions, as outlined in the bylaws.
- Add the checklist for the Steve Beck seminar similar to the one included for planning the ABC clinic.

Kelly Anne made a motion to amend the bylaws to designate the June meeting for annual election of officers and an annual planning and goal-setting session. Lauri seconded. The motion will be voted upon at the next meeting, as outlined by the bylaws in the case of amendments.

New Business No new business.

The meeting adjourned at 12:50 p.m. The next meeting is slated for noon on Thursday, August 8th at Job Service. Members are asked to come with ideas for annual goals and objectives and to be prepared to vote on the motion to amend the bylaws.